

# Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

<b>Position:</b>	Accountant Trainee / Accounting Analyst (State Government Reporting Section)
<b>Position #:</b>	051-420-4179-XXX 051-420-4582-XXX
<b>Salary Range:</b>	\$3106-\$4670 \$3240-\$3751
<b>Issue Date:</b>	September 4, 2008
<b>Contact:</b>	Candace Martin (916) 324-1867
<b>Location:</b>	Accounting & Reporting 3301 C Street, Suite 500 Sacramento, CA 95816
<b>Final Filing Date:</b>	Statewide September 17, 2008

## Applications:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

**All hires will be subject to a background check.**

**For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Submit a Std.678 State Application and Resume to:

State Controller's Office  
Division of Accounting & Reporting  
ATTN: Candace Martin  
3301 C Street, Suite 500  
Sacramento, CA 95816

**Please write "420-4179/4582/B (SGRS)" on your application, and attach a copy of your list eligibility. Applications without this information may be rejected.**

If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further. The Office of the State Controller (SCO) is the destination employer within the State of California.

## Scope of the Position:

With direction provided by an Accounting Administrator I (Supervisor), the incumbent will analyze, interpret, and reconcile financial information from state government sources while preparing statewide financial reports. The incumbent will apply generally accepted accounting principles (GAAP), procedures, and practices; governmental accounting procedures; and, the laws of the state of California. Specific duties include but will not be limited to the following:

Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodations)

## **DUTIES WILL COMMENSURATE WITH LEVEL HIRED**

- Gather, consolidate, and analyze financial information received from state government agencies for publishing in statewide financial reports.
- Analyze information in financial reports from state agencies for conformance with GAAP and budgetary legal basis requirements.
- Review, reconcile, and verify the accuracy of transactions, accounts, records, and statements submitted by state agencies. Based on findings, create correcting documents.
- View and extract financial information in a database. Become familiar with the three mainframe accounting systems and interpret system generated reports.
- Effectively communicate with state agencies to resolve accounting and reporting problems.
- Participate in team discussions and training activities; provide instruction to state agencies and in procedures for providing financial information.
- Participate in updating written procedures; prepare written procedures and any necessary illustration.
- Participate in the analysis of draft accounting and reporting pronouncements that impact reporting requirements; participate in the preparation of responses to preliminary reviews, exposure drafts, and opinion surveys on national and statewide accounting issues.
- Analyze financial statements for compliance and award certificates to agencies with funds that meet all award criteria for the Award for Achieving Excellence in Financial Reporting.

## Desirable Qualifications:

- Excellent communication skills
- Ability to establish and maintain cooperative working relationships
- Good work habits, attendance, and attitude

**The successful candidate will meet the education requirements for this classification.**